

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for [specific position or program, e.g., "the ZGC internship program"] as advertised [mention where you found the posting, e.g., "on your website"]. I believe my skills and experiences align well with the requirements of this opportunity.

[Introduce your relevant background, education, and experiences. Mention any key accomplishments or skills that relate to the position or program.]

I am particularly drawn to [mention what interests you about ZGC, its mission, or its projects]. I am eager to contribute [mention how you will add value to the organization or opportunity].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for further details.

Sincerely,
[Your Name]